



DELEGATED EXAMINING UNIT (DEU)

OBJECTIVE:

To provide you with an understanding of the
processes and benefits of DEU



WHAT IS DEU?

- Delegated Examining Unit
- Authority delegated to WCPOC by OPM to recruit from the general public
- No previous Federal service required
- For Permanent or TERM appointments
- External Recruitment Tool



OPM REQUIREMENTS

- Apply Veterans' Preference
- Assign numeric scores (70 to 110)
- Select within the "Rule of Three"
- Assure minimum public notice (vacancy announcement open/close dates)
- Certify qualified candidates in proper score order
- Examine for authorized positions (all but ACWA and positions requiring written test)

***(WE MUST FOLLOW THESE OPM REQUIREMENTS BUT
WE DO HAVE SOME CONTROL OVER THE OUTCOME!)***



DEU FLEXIBILITIES

- Public notice flexibilities
 - Open until filled announcements with a cut-off date
 - Announcements with an identified closing date
 - Open continuous standing registers

Minimum public notice requirements:

5 workdays w/ postmark

OR 10 workdays w/ receipt in CPOC



Requirements of DEU Request

- WCPOC DEU Certificate Request
 - all position requirements (licenses, tests, security clearance, work schedule, recruitment incentives, etc.)
 - outreach efforts - distribution of announcement
 - name request(s)
 - announcement requirements
 - CPAC POC
 - duty station/organization of position(s)
- Position Description(s)
- RPA(s)/Gatekeeper Checklist
- Job Analysis (only for General Schedule positions)
- Crediting Plan (Regional Crediting Plan Database)



CREDITING PLANS AND JOB ANALYSIS

- Legal requirement to validate which candidate(s) are “best qualified”
- Crediting Plan Data base is a valuable tool
- Can be used to create a new crediting plan by “cutting and pasting” relevant elements
- A job analysis is necessary to show how the elements relate to the position being filled



DEU Process

- RPA and gatekeeper checklist created by manager and forwarded to CPAC
- CPAC reviews for additional information
- Action forwarded to the WCPOC
- RPA follows normal path (Classification then to the Staffing Team)
- Staffing Team prepares a DEU request and forwards it to the DEU team



DEU Process

- DEU team reviews for pertinent information (crediting plan, job analysis, etc.)
- Announcement is opened
- Announcement is distributed for public notice
- Rating/Ranking accomplished after initial cut-off date or closing date
- List of qualified candidates given to staffing team who forwards to the CPAC/manager
- A selection is made and the applicant is hired



Documenting a Declination

- Written statement from applicant (preferred)
- Written summary from selecting official of applicant's verbal declination (date, time, position, reason)
- E-mail from CPAC summarizing selecting official's conversation with applicant

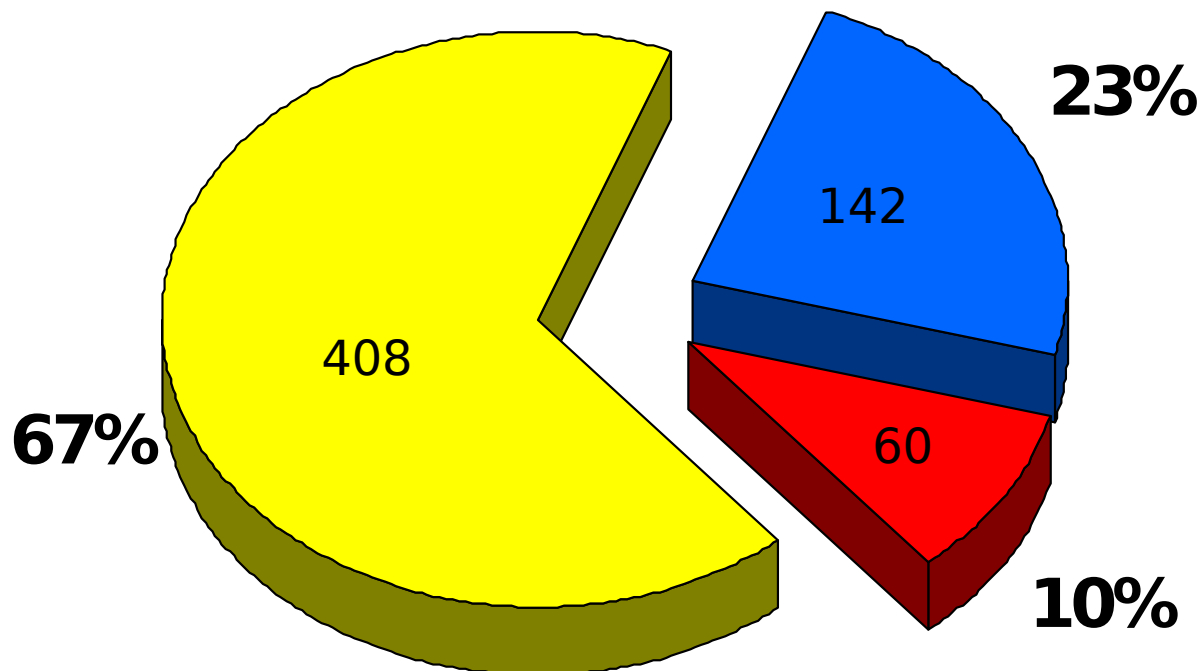


Documenting Failure to Respond

- Copy of availability letter sent to applicant (OF-5)
 - Attempts to reach applicant by phone do NOT provide documentation to remove from consideration
- 3 valid non-selections from same announcement
- Selecting official may submit written request to remove from further consideration



DEU CERTIFICATES ISSUED ALL SERVICED ORGANIZATIONS 1 Oct 00 - 30 Sep 01



Total DEU Certificates Issued = 610

■ DEU Selections ■ Resumix/ PPP Selections ■ Cancelled by Mgmt